



UNITED INDEPENDENT SCHOOL DISTRICT INFORMATIONAL ITEM

TOPIC: Budget 2015-2016 Update

SUBMITTED BY: Laida P. Benavides, CPA **OF:** Division of Finance

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: December 17, 2014

Informational Item:

- Board Initiatives for Budget 2016 tied to District Goals
- Budget 2016 Administrative Calendar




UNITED INDEPENDENT SCHOOL DISTRICT

Roberto J. Santos
Superintendent

Memorandum

TO: Board of Trustees

THROUGH: Roberto J. Santos, Supt. of Schools
Eddie Zuniga, Associate Supt. for Student Support Services

FROM: Laida P. Benavides 

DATE: December 9, 2014

RE: Board Initiatives for Budget 2016

As we begin to plan and build our budget for next school year, it is important for the Board of Trustees to be involved in identifying needs for the District. To assist the Board members, we have attached planning documents for the Board to utilize to submit initiatives for the coming school year. A sheet is provided for each District Goal so that the initiative can be tied to the adopted District goals.

Please feel free to submit your initiatives (can be more than one page per goal) to the superintendent's office by the end of February 2015.

If you have any questions, please feel free to contact me at (956) 473-6231.

Thank you.

Xc: Sam Flores, Director of Accounting

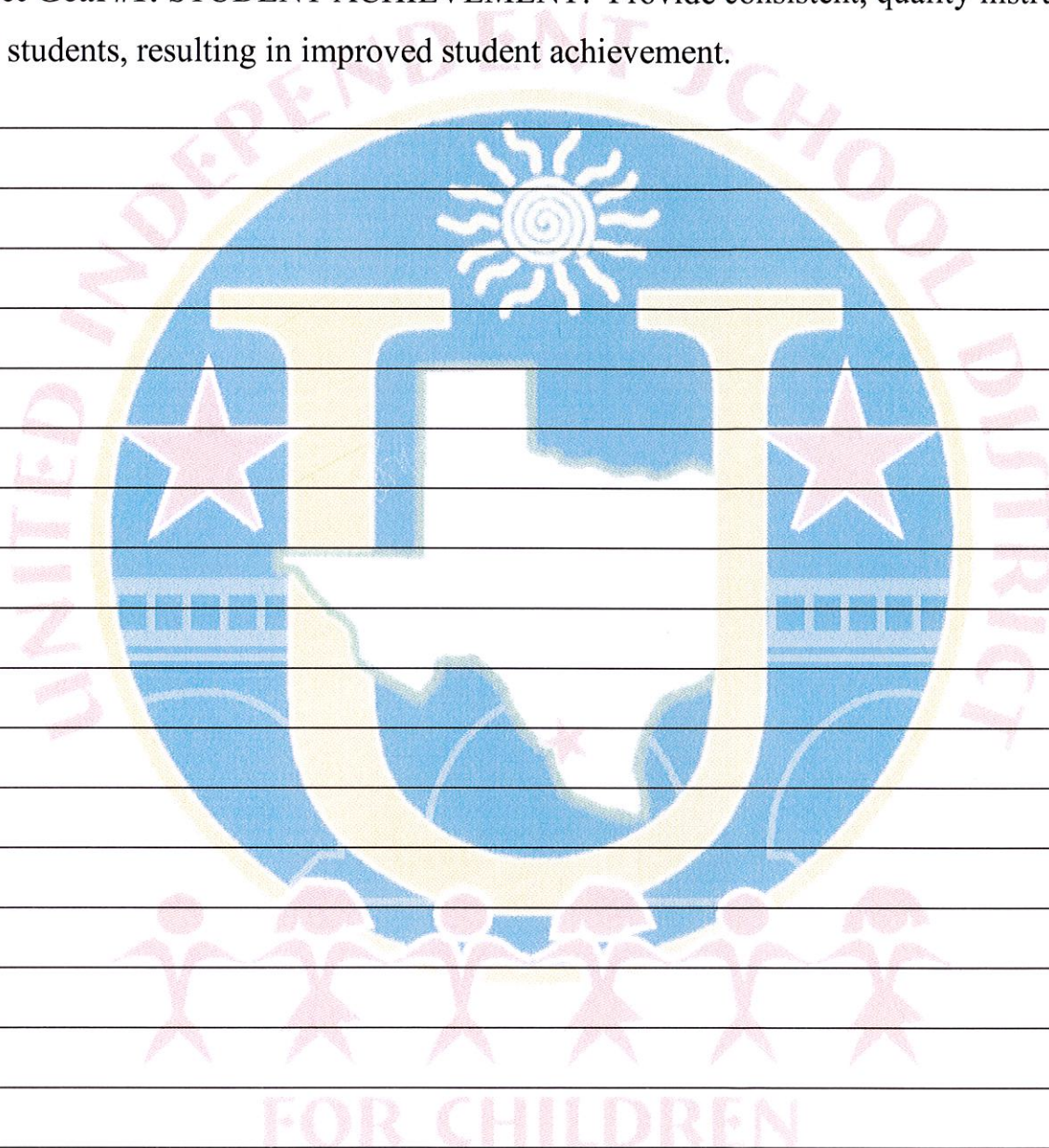
Business & Finance

Laida P. Benavides, CPA, Assistant Superintendent

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**BUDGET 2015-16
PLANNING DOCUMENT
BOARD INITIATIVES**

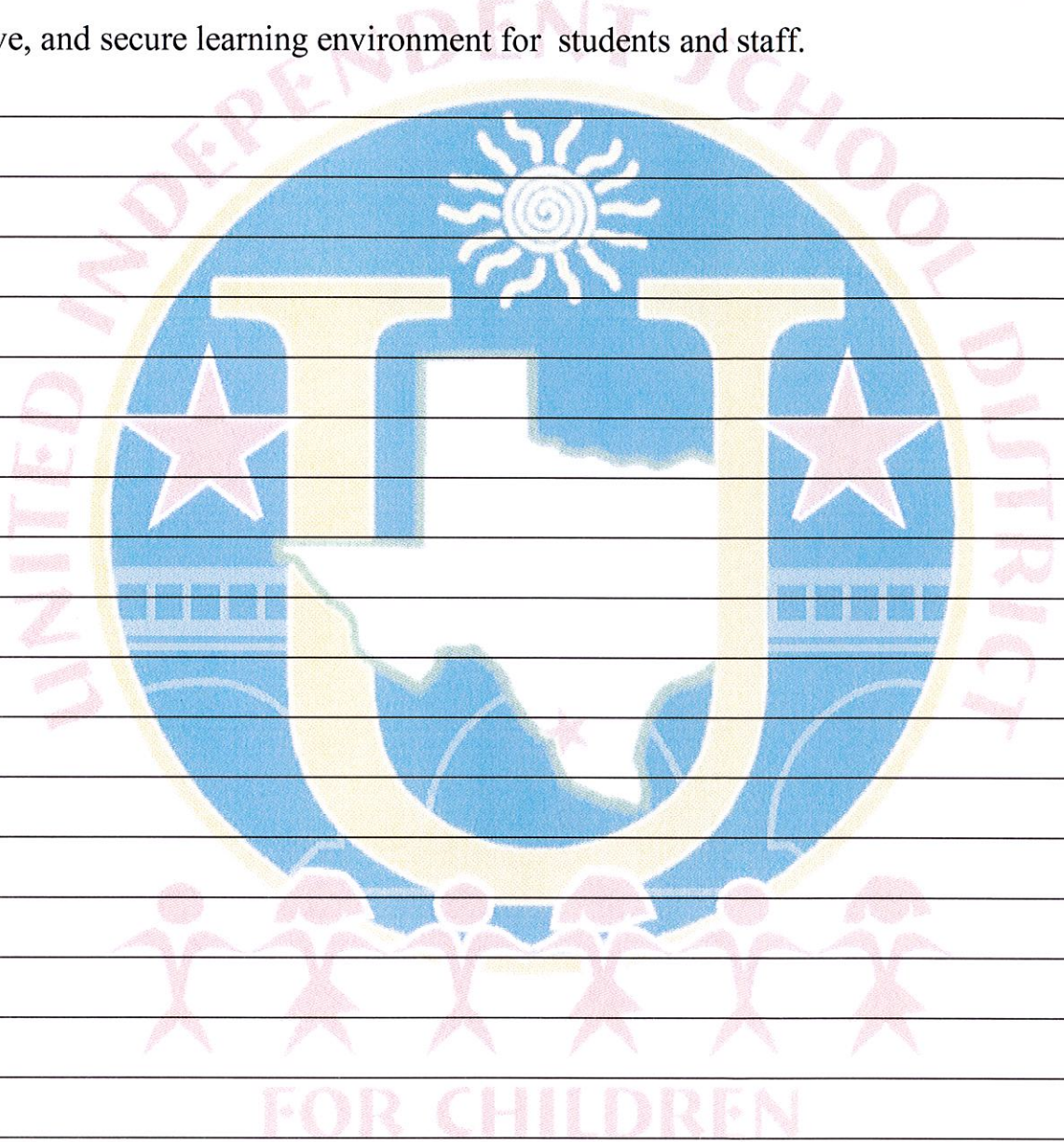
District Goal #1: STUDENT ACHIEVEMENT: Provide consistent, quality instruction for all students, resulting in improved student achievement.



Board Member Name:

**BUDGET 2015-16
PLANNING DOCUMENT
BOARD INITIATIVES**

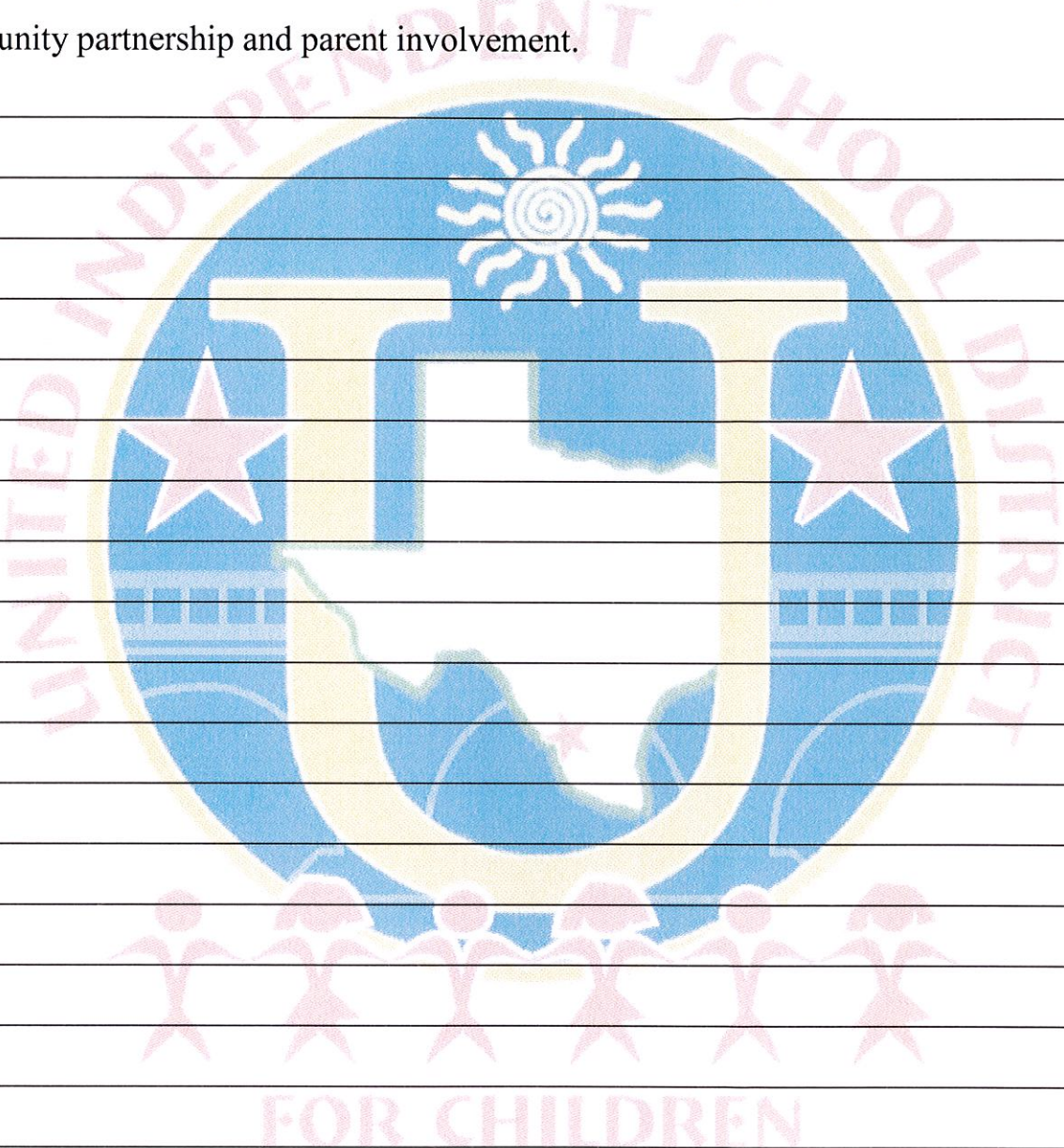
District Goal #2: A Safe and Nurturing Environment: Provide a safe, nurturing positive, and secure learning environment for students and staff.



Board Member Name:

**BUDGET 2015-16
PLANNING DOCUMENT
BOARD INITIATIVES**

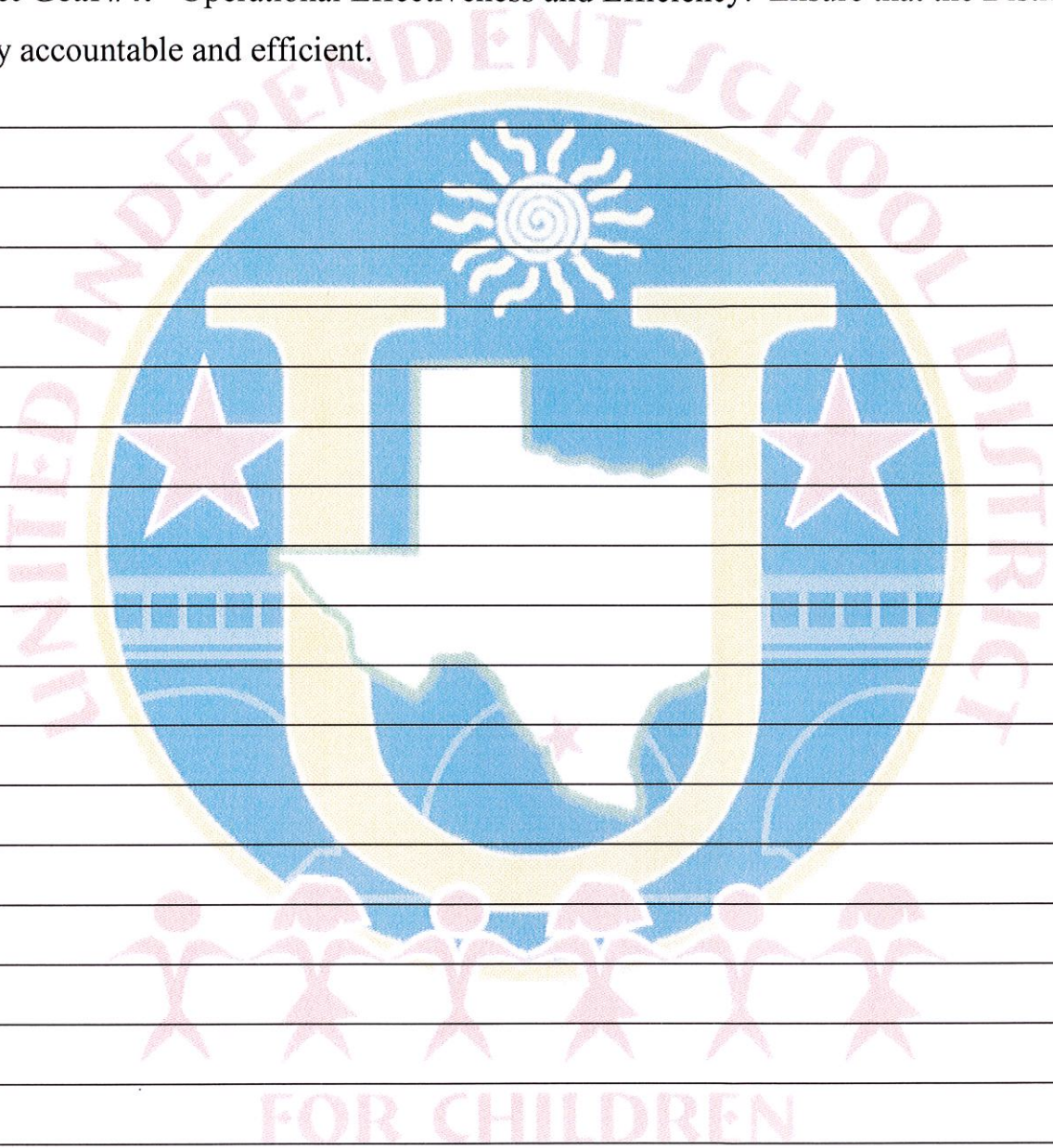
District Goal #3: Family Involvement and Community Engagement: Promote community partnership and parent involvement.



Board Member Name:

**BUDGET 2015-16
PLANNING DOCUMENT
BOARD INITIATIVES**

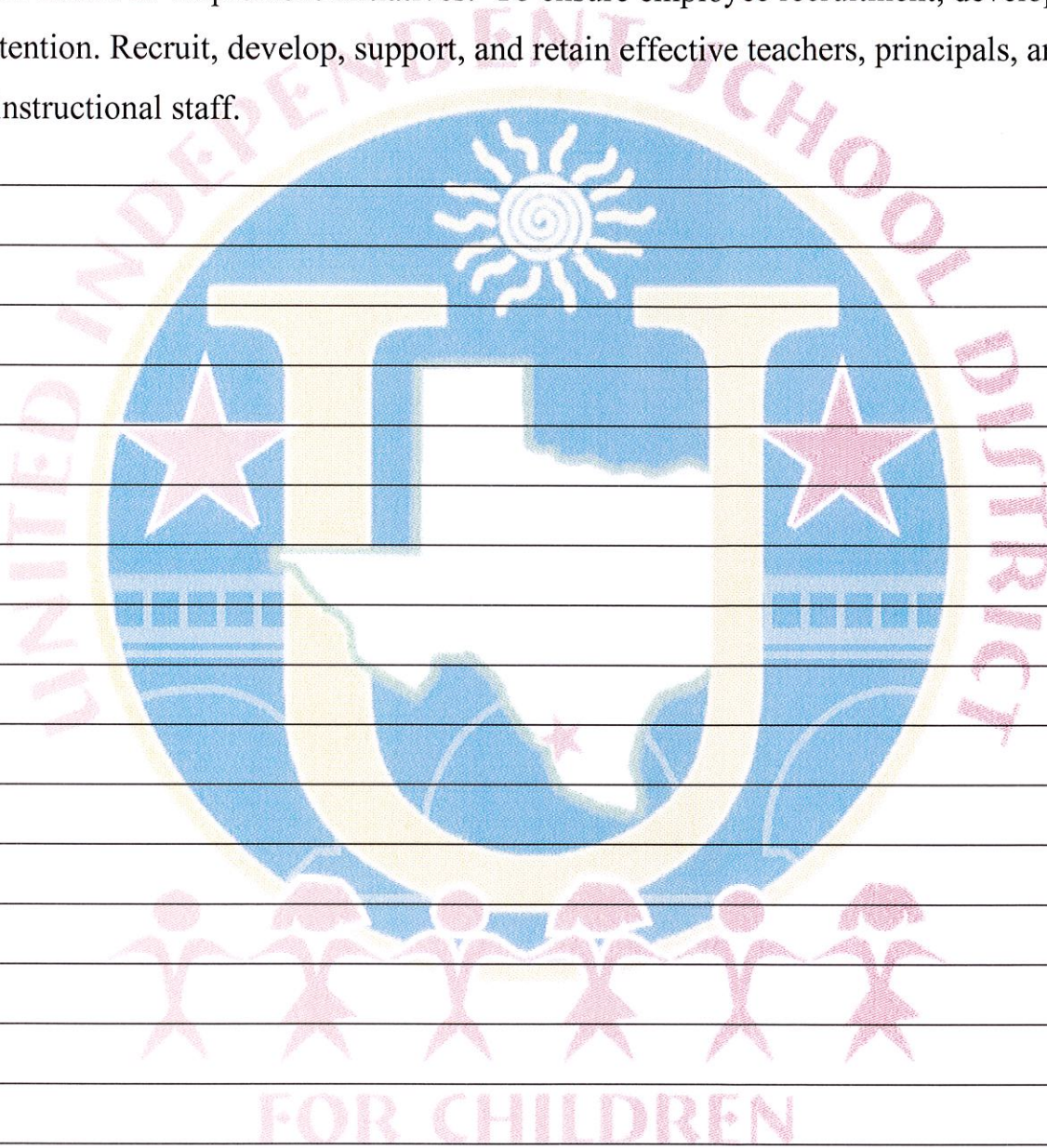
District Goal #4: Operational Effectiveness and Efficiency: Ensure that the District is fiscally accountable and efficient.



Board Member Name:

**BUDGET 2015-16
PLANNING DOCUMENT
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District Goal #5: Implement initiatives: To ensure employee recruitment, development, and retention. Recruit, develop, support, and retain effective teachers, principals, and other instructional staff.



Board Member Name:

UNITED INDEPENDENT SCHOOL DISTRICT

Budget 2016 Administrative Calendar

TIMELINE	ACTIVITY/PROCESS
September 2014	Approved 2014-2015 operating budget for General Operating, Food Service, and Debt Service funds implemented.
Oct. 2014-Jan. 2015	Enrollment projection study reviewed. Boundary changes proposals reviewed. Staffing guidelines revised, if necessary. Review of department staffing guidelines with management team; effect on budget. Budget input from Administrators
January 2015	Student projections per campus established. Review enrollments/boundaries. Prepare Campus/Dept. Budget Training manuals. 84th Legislative Session starts.
January 22, 2015	Middle School Staffing Meetings (AM only (8 am-noon)/ C&I Bldg. Room 76)
January 23, 2015	Elementary School Staffing Meetings (AM only (8 am-noon) / C& I Bldg. Room 76))
January 31, 2015	Controlled Budget Management process in effect for campuses.
February 11, 2015	Elementary School Staffing Meetings (PM only (1:30-4:30)/Board Room
February 12, 2015	Elementary School Staffing Meetings (All day (8 am-5 pm)/ C & I Bldg. Room 76)
February 25, 2015	High School Staffing Meetings (AM only (8 am-noon)/ C&I Bldg. Room 76)
2/23/15-2/27/15	Conduct budget workshops for campuses/departments. Review budget instructions manual and provide instructions for completing required forms.
March 25-26, 2015	Conduct budget workshops for C & I departments. (AM ONLY)
April 2015	Conduct budget meetings with Non-C & I departments.
March -April 2015	Individual campus meetings with Finance Division staff to assist in the completion of required budget documents. All meetings scheduled through the Budget Manager.
<i>May 1, 2015</i>	<i>Deadline for budget worksheet submission to immediate supervisor.</i>
May 8, 2015	All budgets need to be turned in to the Finance Department.
End-May 2015	Meeting with the Superintendent and management team to review campus and non-campus budgets and prioritize desired programs and projects for 2015-2016.
End-May 2015	84th Legislative Session ends.
June 2015	Final "draft" budget document delivered to Board of Trustees for review.
June 12, 2015	Controlled Budget Management process in effect for departments.
June - July 2015	U.I.S.D. Board of Trustees budget workshops; campus and department budgets will be reviewed along with prioritized programs and projects as determined by the Superintendent, Associate and Assistant Superintendents; prioritized projects will include recommended salary adjustments for teachers, paraprofessionals, manual trades, and administrative staff.
August 2015	Public hearings on proposed 2015-2016 tax rate and proposed budget. A quorum must be present for public hearing. Final 2015-2016 budget approved and 2015-16 tax rate approved at the regularly scheduled Board of Trustees meeting. Certified property values approved at regularly scheduled Board of Trustees meeting.
September 1, 2015	Approved 2015-2016 operating budget for General Operating, Food Service, and Debt Service funds implemented.